

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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June 22, 2004

**FROM:** ELIZABETH SANCHEZ, Employee Relations Chief  
Human Resources Department

**SUBJECT:** COURT REPORTER SERVICES CONTRACTS – RISK MANAGEMENT

**RECOMMENDATION:** Approve contracts for court reporter services for three years from June 26, 2004 through June 26, 2007 with the following firms:

Esquire Deposition Services  
Audrey Patrick Reporting Service  
Rene' Stone & Associates

**BACKGROUND INFORMATION:** The County has self-insured and self-administered its public liability and workers' compensation programs since 1978. Court reporter services are necessary as Risk Management does not have the staff or equipment necessary to provide these services and outsourcing this function is the most economic method of receiving this service.

On March 9, 2004, the Board approved a request for proposals (RFP) for court reporter services. The County's current contracts expire on June 26, 2004. The RFP was sent to 21 firms (five local). Five proposals were received and all five met the RFP minimum requirements. While the firms submitted a wide variety of fee schedules, Risk Management was able to negotiate agreements with three firms utilizing the existing fixed rate fee schedule. The other two proposers were not willing to utilize this standard fee schedule. These contracts may be cancelled for any reason with 30 days notice.

**REVIEW AND APPROVAL BY OTHERS:** This item has been reviewed by County Counsel (Matthew Marnell, Deputy County Counsel, 387-5466) on June 10, 2004 and the County Administrative Office (Daniel R. Kopp, Administrative Analyst, 387-3828) on June 14, 2004.

**FINANCIAL IMPACT:** The total aggregate cost of these three-year agreements is not expected to exceed \$294,000. Fees for these services are paid from the various Risk Management sub funds, which are funded by departments via Board-approved rates.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this item, concurs with the department's proposal, and recommends approval of these contracts because they will enable Risk Management to secure specialized court reporter services for liability and workers' compensation cases.

**SUPERVISORIAL DISTRICTS:** All

**PRESENTER:** Pamela H. Thompson, Risk Manager, 386-8620

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